

# **APPLICANT CHECKLIST**

## **FOR POLE BARNs AND OTHER STORAGE BUILDINGS**

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SCHEDULE INSPECTIONS: [www.ElbertCounty-co.Gov](http://www.ElbertCounty-co.Gov) >> Online Services >>  
Building Inspection Request

**WE DO NOT ACCEPT INCOMPLETE APPLICATIONS!!**

### **CHECK LIST FOR PERMITS**

#### **PLANS FOR GARAGES MUST INCLUDE:**

- ◆ ELEVATIONS ALL SIDES.
- ◆ COMPLETE FRAMING DETAIL (section of construction, headers over windows and doors, stairs, floor joist, roof rafter/truss design system as applicable)
- ◆ POST SETTING DETAIL (Including size, depth of posts and feet between posts)
- ◆ SIZE OF STRUCTURE
- ◆ MATERIALS LIST (called out on plans)

**Monolithic foundations and Footer/stem wall foundations that are greater than 1200 sq ft. must be designed by a licensed Colorado Engineer.**

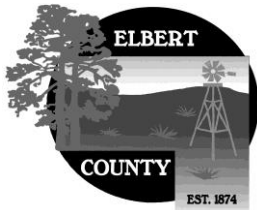
**Any pole style building greater than 3000 sq ft must have a foundation that is designed by a licensed Colorado Engineer.**

**For red iron/steel building see attached requirements.**

1. \_\_\_\_ Planning and Zoning Sign off.
2. \_\_\_\_ Copy of deed for property (proof of ownership)
3. \_\_\_\_ Current statement of taxes for property
4. \_\_\_\_ Completed application
5. \_\_\_\_ 1 Set1 of blue prints/ drawings.
6. \_\_\_\_ 1 engineered foundation design as applicable w/ original stamp.
7. \_\_\_\_ Soils test as applicable w/ original stamp.
8. \_\_\_\_ Site Plan with required detail (NO LARGER THAN 11 X 17")
9. \_\_\_\_ **Items 4 through 8 must also be electronically submitted on a single CD/DVD or thumb drive (to be retained by CDS)**

SEPARATE ELECTRICAL PERMITS REQUIRED FOR ALL BUILDINGS WITH ELECTRICAL.

[www.dora.state.co.us](http://www.dora.state.co.us)



# ELBERT COUNTY **RESIDENTIAL** SIGN-OFF SHEET

FOR ISSUANCE OF  
BUILDING PERMITS, DRIVEWAY/ROAD PERMITS

Is this project related to a Special Use? \_\_\_\_ SUR # if applicable: \_\_\_\_\_

SCHEDULE / ACCOUNT NUMBER: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_  
SECTION TOWNSHIP RANGE

APPLICANT NAME:	PHONE NO.:
OWNER NAME:	PHONE NO.:
MAILING ADDRESS:	
PERMIT ADDRESS:	
SUBDIVISION/DEVELOPMENT NAME:	BLK/LOT:
TYPE OF PERMIT REQUEST:	

## PLANNING DEPARTMENT REVIEW - ZONING, SETBACKS

### **SEE FLOODPLAIN INFORMATION ON REVERSE**

Zoning: \_\_\_\_\_ Setbacks: Primary Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_  
Assessory Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Impact Fees Collected: ☐ Yes ☐ No ☐ Not Applicable Disclosure Form: ☐ Yes ☐ No ☐ Not Applicable

Comments: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## ROAD AND BRIDGE DEPARTMENT - ACCESS REVIEW

Driveway: \_\_\_\_\_ Road: \_\_\_\_\_

Comments: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## ENVIRONMENTAL HEALTH/SAFETY & STORM WATER MGMT REVIEW

### **SEE FLOODPLAIN INFORMATION ON REVERSE**

Comments: \_\_\_\_\_

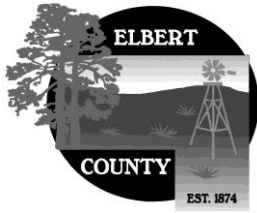
Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Environmental health/safety signature states only that permit is applied for, not that it has been issued.

## ASSESSOR / MAPPER REVIEW:

Comments: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_



# FLOODPLAIN

## INFORMATION, REVIEW AND SIGN OFF

- ☐ This property contains floodplain
- ☐ This property does not contain floodplain

### PROPERTY THAT CONTAINS FLOODPLAIN

If your property contains floodplain, be aware that you may not construct a structure of any kind within the floodplain without first applying for a floodplain permit. This includes ISD systems. Elbert County Zoning Regulations Part II, Sec 25, sec C, 5, c states that applicants will be required to:

Locate all new on-site sewage systems (including leach fields) in areas above the base flood elevation; (except the replacement of a failing system where no alternate location outside the floodplain is available.)

Please take this restriction into account when locating a structure on property that contains floodplain.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

# POLE/U-TYPE BUILDING – BUILDING PERMIT APPLICATION



PERMIT#: \_\_\_\_\_

PERMIT FEE: \_\_\_\_\_

ELBERT COUNTY BUILDING DEPARTMENT  
PO BOX 7 - 215 COMANCHE STREET  
KIOWA, CO 80117  
TELEPHONE: 303-621-3172 FAX: 303-621-3165  
INSPECTIONS: [www.ElbertCounty-co.Gov](http://www.ElbertCounty-co.Gov) >>  
Online Services >> Building Inspection Request

PROJECT VALUATION: \_\_\_\_\_

Project Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Subdivision/Project Name: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor/Builder Email (REQUIRED): \_\_\_\_\_

Proposed Use of Building (REQUIRED): \_\_\_\_\_

Sq Foot of building including any shed roof areas and loft areas: \_\_\_\_\_

- 1. All buildings must be designed to the 2006 I codes with 30 # Design Roof Snow Load 90 MPH wind and exposure C.**
- 2. Buildings 3000 sq foot and over under roof including buildings with lofts where the loft makes the total sq footage at 3000 sq ft or over require engineered stamped plans.**
- 3. Red Iron/Steel buildings of any size require engineered stamped plans.**
- 4. Engineered foundation design that is site specific is required on all buildings 3000 sq foot and over (see #2).**
- 5. Monolithic or stem wall foundations that are over 1200 sq ft. require engineering.**
- 6. No Residence's may be placed in a building under this permit. A separate Residential permit and engineering is required.**
- 7. Electrical permits and inspections by State of CO. Separate permit required. Rough and or Final Sate inspections required before you call the county for your rough or final. State electric: 303-894-2300: [www.dora.state.co.us](http://www.dora.state.co.us)**

I certify that I have read and understand the above: \_\_\_\_\_

SIGNATURE AND DATE

## OFFICE USE ONLY

Sq Ft: BARN 1<sup>st</sup> Floor \_\_\_\_\_ Sq Ft: BARN LOFT 2<sup>nd</sup> floor \_\_\_\_\_ Finished area Sq Ft: \_\_\_\_\_

Type of finished area: \_\_\_\_\_

Group \_\_\_\_\_ Division \_\_\_\_\_ Type \_\_\_\_\_

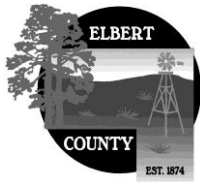
Special Notes: \_\_\_\_\_

BP \_\_\_\_\_ PR \_\_\_\_\_ ST \_\_\_\_\_ FD \_\_\_\_\_ UT \_\_\_\_\_

Approved : Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Expires: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Six Month Extension: \$150.00 New Expiration Month: \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_  
Building Department Signature and Date



## RED IRON CONSTRUCTION INFORMATION

### THIS PERTAINS TO ALL STEEL BUILDINGS ONLY

#### **Barns – Out Buildings – Arenas – Detached Garages and other “U” Type Buildings.**

**Effective: June 1<sup>st</sup> 2006**

Any buildings of red iron construction, that are under 3000 square feet must have an engineered letter and a cover sheet with Elbert County's wind load, snow load and exposure. The letter must also contain welding certifications or structural assembly with bolts and non-failure for moment.

Minimum caisson requirements for red iron buildings **less than 3000 square feet** are as follows: (A foundation plan indicating the following must be submitted).

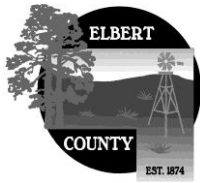
1. 48" minimum hole depth.
2. Hole must be at least 3" bigger in diameter than beam base.
3. 3 # 4 rebar placed vertically tied at the top, middle and bottom.

#### **In addition, ALL Red Iron Buildings must have the following:**

1. Engineered Foundation Design: designed and stamped by a Colorado Licensed Engineer with the original stamp and signature on the plans.
2. Engineered plans that are site specific.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_



## MONOLITHIC FOUNDATION & SOILS TEST POLICY FOR "U" OCCUPANCY BUILDINGS

**PERMIT NO:** \_\_\_\_\_

To All Applicants,

1. Group "U" Occupancy (barns, pole structures, garages, carports, storage sheds). Less than 3000 sq. feet in size, and are completely detached from the dwellings or have no dwellings within.
2. Monolithic Foundations greater than 1200 sq. ft. in size must be designed by a licensed Colorado Engineer.
3. Pole Structures less than 3000 sq. feet in size, the owner and/or contractor acknowledges, that no soil test has been required on the site and that such design is not certified by a Colorado registered professional engineer. The owner and or contractor also acknowledge that there is some risk. In the event, the owner wants to provide the highest safety factor for the foundation system, a Colorado registered professional engineer should be contacted for a specific design for the specific soil condition.
4. In all cases, the final grade shall be sloping well away from the structure on all sides. A minimum slope of 5 inches in the first 5 feet is recommended by most soil reports. Down spouts must discharge into the extensions to direct water away from the building.

I hereby acknowledge that I have read and understand the policy and am willing to assume ALL RISK associated with the above described designs should I choose them. I further acknowledge, that I will hold Elbert County, its Officers, Employees, Contractors, Assigns and Agents either elected or appointed, harmless from all claims, actions, cause of action, liabilities, obligations, expenses, or attorney fees arising from or related to the use of said designs.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

## HOME OWNERS ASSOCIATION AND COVENANTS STATEMENT

**PLEASE NOTE: YOU MUST SIGN THIS FORM REGARDLESS OF YOUR KNOWLEDGE OF AN EXISTING ACTIVE OR INACTIVE HOMEOWNERS ASSOCIATION**

TO: APPLICANTS FOR BUILDING PERMITS

RE: COMPLIANCE WITH PROTECTIVE COVENANTS

As part of your application for a building permit in Elbert County, you are requested to contact the Architectural Control Committee or Home Owners' Association in your neighborhood to obtain their approval of you plans prior to a building permit being issued.

By signing below, you are attesting to Elbert County that to the extent that such entity exists, you have made contact with them for the review and approval of your plans.

Please be advised that Elbert County does NOT enforce protective covenant or police violation of such covenants. You are responsible for the necessary compliance with covenants applicable to your project.

All building permit applicants must sing below regardless of whether or not an HOA or restrictive covenants exist with relation to the subject parcel.

**BY SIGNING, I CERTIFY THAT I HAVE READ, UNDERSTAND & WILL COMPLY WITH THE ALL OF THE ABOVE:**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Thank you!*

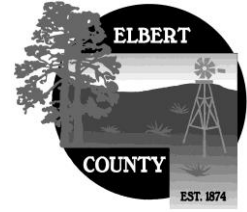
*Elbert County Community & Development Services  
Department*



# COUNTY OF ELBERT

## COMMUNITY & DEVELOPMENT SERVICES OFFICE

P.O. BOX 7  
215 COMANCHE STREET  
KIOWA, COLORADO 80117  
303-621-3136 FAX: 303-621-3165



### Disclosure Letter

I, \_\_\_\_\_do hereby acknowledge my full awareness of the application being presented to Elbert County by \_\_\_\_\_, For the parcel of land indicated and for the reasons noted on the application. I hereby acknowledge the person or company noted herein is my authorized representative in this matter.

Signature (s) of property owner (s):

Signature \_\_\_\_\_ Date \_\_\_\_\_

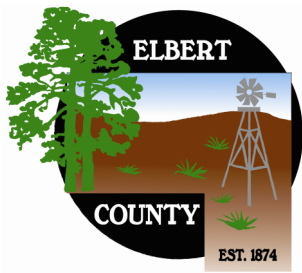
Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name (s) and complete address of property owner (s):

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_





# SITE PLAN EXAMPLE

1. Address of Subject Property
2. The proposed structure
3. All existing structures
4. The distance to the TWO closest property lines from subject structure
5. A North Arrow
6. All streets adjacent to property must be labeled.
7. All easements, no-build, slopes of greater than 20% must be labeled.

